

**SOFT MARKET TESTING QUESTIONNAIRE**

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| --- | --- |
| **PROJECT** | **Peterborough Market 33-37 Bridge Street Shop Fitters** |

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| --- | --- |
| **NAME OF ORGANISATION** | **Peterborough City Council - PCC** |

**THIS IS NOT A CALL FOR COMPETITION**

# Introduction and purpose of this document

This information is requested as part of a soft market testing exercise in order to seek the market’s views on a requirement to transform 33-37 Bridge Street from the Council’s customer service centre to become a fresh food retail offer housing two butchers, a fishmonger and a new deli. The information gathered will be used to help develop the specification further and gauge the level of interest in this proposed procurement activity.

**Process**

Participants are invited to respond to the key questions below concerning the potential services to be procured and their own organisation. Please send your responses in word-format (format unchanged) via our Tendering portal ProContract. by 12:00, 19th November 2021. Help and support on the use of the platform can be found here: <https://procontracthelp.due-north.com/>

For questions regarding this process, you are welcome to contact Christian.Menendez@peterborough.gov.uk

The prospective timetable for the Soft Market Testing is (subject to review and change):

|  |  |
| --- | --- |
| Activity | Date |
| Publication of SMT document | 5th November 2021 |
| SMT response Deadline | 19th November 2021 at 12 Noon |

**Specification**

More information regarding the project can be found in the draft specification document entitled 33-37 Bridge Street Specification (downloadable via ProContract).

**A. GENERAL INFORMATION**

A1 Full name, address and website:

|  |  |
| --- | --- |
| Organisation name |  |
| Address |  |
| Town/city |  |
| Postcode |  |
| Country |  |
| Website |  |

A2 Main contact for correspondence about this questionnaire:

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Telephone number |  |
| Mobile phone number |  |
| Fax number |  |
| email address |  |

A3 Company registration

|  |  |
| --- | --- |
| Date of formation |  |
| Place of formation |  |
| Date of registration |  |
| Company registration number |  |
| Charity Commission number |  |
| Brief Description of primary business activities and main products and services | **(250 words or less)** |

**Key technical questions for consideration:**

|  |  |  |
| --- | --- | --- |
| **No** | **Question** | **Response** |
| **Technical** |
| 1 | What key information and documents do you expect to see as part of the ITT and procurement documents in order to allow you to submit a bid? |  |
| 2 | What special provisions are required for a wet-food retail offering to meet high levels of food hygiene standards? |  |
| 3 | What are the key milestones used to track progress throughout your outfitting process? |  |
| 4 | What services do you typically include as part of your offering? |  |
| 5 | What are the main disciplines your in-house staff specialise in? |  |
| 6 | In which areas do you rely on sub-contractors? |  |
| 7 | Can you please provide evidence of experience and anecdotes from projects of a similar nature? |  |
| 8 | Please indicate the current average project time required for an outfitting of the scale indicated for this project. |  |
| 9 | How many other tenders are you actively bidding for at this point in time? |  |
| 10 | Is this an opportunity you would be willing to tender for? |  |
| **Pricing** |
| 11 | What costing model do you prefer to use when bidding? Can you provide a template pricing schedule used previously? |  |
| 12 | What are the main causes of additional costs arising during a project? |  |
| 13 | Please provide an indicative budget that you would expect for a project of this scale. |  |